

~~SECRET~~

BOOK ORDERS:

Division [REDACTED]

1. Orders for books, magazines, papers and other publications, are received from any place in EE/Headquarters and its field stations.
2. Prepare Book Order, IBM Card type form, for all requests and forward to Library Branch 1, which goes on to OCD for purchase.
3. Performs distribution in those cases where direct delivery can not be made by or through the Library or direct from the publisher.
4. Services complaints on non-delivery.
5. Initiates canvass, periodically as requested by Library, to determine needs and initiates request to have Library change periodicals accordingly.

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